

September 28, 2006

**JOB POSTING  
73B DISTRICT COURT**

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**JOB TITLE: DISTRICT COURT DEPUTY CLERK II**

**CLASSIFICATION: Grade 6**

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**DUTIES AND RESPONSIBILITIES:**

Prepare and process all cases by opening files, serving process, and scheduling hearings, preparing judgments, and maintaining an index; and prepare, monitor and transmit all case activity reports. Areas of responsibility include: criminal, general civil, small claims, collections, summary proceedings, probation support, and jury processing.

A more detailed and complete job description is available at the District Court Clerk's Office.

**QUALIFICATIONS:**

1. Education/Certification/Licensing: At least a high school education.
2. Experience: At least two years experience working in an office setting.
3. Knowledge and Abilities: Working knowledge of general accounting principles, general legal terms and concepts regarding matters within the District Court jurisdiction, and office procedures including case filing and processing and telephone protocol; ability to type and use all current office machines and equipment; ability to work with minimal supervision; and ability to deal with people under stress in a firm but fair manner.

**EMPLOYMENT DATE:**

Immediately for training with date of hire being October 30, 2006.

**APPLICATION PROCESS:**

Letters of application and resumes will be accepted at the District Court Clerk's Office between October 2, 2006 through October 6, 2006 at 5:00 p.m.

Dated: \_\_\_\_\_

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KARL E. KRAUS, District Court Judge

KEK/emm